

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Room 3416, 700 West Capitol Avenue
Little Rock, Arkansas 72201

AR NOTICE AS-74

For: All FSA County Offices

Emergency Evacuation Plan (MS-588R)

Approved by: State Executive Director

for: [Signature]

1 Overview

A Purpose

Handbook 31-AS, paragraph 116-E, requires each county office to prepare an annual Emergency Evacuation Plan, MS-588R.

2 County Office Action

Each county office shall complete the attached Exhibit 1 and return to the State Office no later than January 6, 2004. In addition provide each employee with a copy of the MS-588R.

3 Contact

If you have any questions, contact Karen Petrus at (501) 301-3017.

Disposal Date	Distribution
September 30, 2004 12-17-03	All Offices

EXHIBIT 1

EMERGENCY EVACUATION PLAN (MS-588R)
FARM SERVICE AGENCY
_____**COUNTY**
ARKANSAS

- 1. Provide a description of how your office notifies employees and members of the public of an emergency.**

- 2. Provide a list of equipment that is employed to both notify and remove individuals with disabilities during an emergency.**

- 3. Name of individual to serve as the Office Marshall during an emergency.**

COUNTY EXECUTIVE DIRECTOR

DATE